

DEMOBILIZATION PROCESS

Everyone leaving (Demobing) the incident, regardless of where you are located, must: At least 24 hours prior to your demob date and time (last work day), submit an email (subject line: “Demob – YOUR LAST NAME” to the Operations and/or Planning Section Chief at your location along with a copy to R6HarveyLSC@epa.gov. In the email provide:

- Trevor Urban, My field supervisor’s name, (Samuel Bates), My demob date (9/22/17), and My lodging information (Club Quarters Room #709)
- Answer the following:

Yes	No	N/A	Copy this table and paste into your email
		X	I have EPA R6 equipment issued specifically for use during the incident. If yes, provide a listing of all equipment issued.
		X	I have turned-in all equipment provided by R6 to my immediate field supervisor. If yes, provide a listing of all equipment turned in.
X			I generated hardcopy paperwork during my rotation.
X			All hardcopy paperwork has been turned into my immediate field supervisor
X			I generated electronic files during my rotation.
X			All electronic files have been sent to R6HarveyDOCL@epa.gov .
X			I will complete all overtime certification forms and have the forms signed by myself and home region supervisor before submitting to R6HarveyFSC@epa.gov .
X			My People Plus and timesheets are properly updated to reflect all time charged to the Hurricane Harvey Mission Assignment account for regular time and overtime.

NOTE: Once you arrive back home, notify the Logistics Section- email to R6HarveyLSC@epa.gov